PARENT-STUDENT HANDBOOK

2019-2020

Multi-lingual. Multi-talented. World Ready.

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Table of Contents

PARENTS **6**

Communication between the School and Families 6

Parent-Teacher Conferences 6

Entering and Leaving the School Premises 6

Parents Working with Schools 6

Parents as Prime Educators 6

Standards of Conduct for Parents at SDFAS 7

Grievance Procedure 7

Personal Family Issues 8

Pet Policy 8

Private Lessons 8

Lunch and Snacks 8

Birthdays and Celebrations 9

Recess 9

Backpacks 9

Sunscreen 9

Forgotten Items 10

Marking Personal Property 10

Bicycles 10

STUDENTS **11**

ATTENDANCE, TARDINESS, ABSENCE **11**

Attendance 11

Tardiness 11

Absences 12

Medical and Dental Appointments 13
California Definition of Chronic Absentee 13
CODE of BEHAVIOR, RULES, DISCIPLINARY ACTIONS 14
SDFAS School Rules and Code of Behavior/Expectations 14
Dress code 14
General school rules 14
Behavior expectations of SDFAS students 14
Technology 15
Cellular Phone Usage 15
Personal Toys/Articles 15
Disciplinary Actions 16
Positive Discipline / Restorative Justice 16
Verbal Warnings, Warning Tickets and Disciplinary Council 16
Levels of Disciplinary Action 17
Disciplinary Council 17
Implementation 18
Suspension and Expulsion 18
Use of Technology and Cyber-bullying 20
Harassment Policy 20
Bullying Policy 22
Cheating and Plagiarism 23
MIDDLE SCHOOL COMMUNITY AGREEMENTS, RULES AND GUIDELINES 24
HOMEWORK 24
REASONABLE ACCOMMODATION POLICY 25
HEALTH AND SAFETY 26
Report Change of Address and Other Information 26

Health/Illnesses/Accidents 26
Illness Exclusion Guidelines 26
Contagious Diseases 28
Procedure for the Treatment of Lice 28
Returning to Class after Illness 29
First Aid Procedures 29
Medication Administration 29
Accidents 30
Nail Clipping 30
Insurance 30
Emergency Preparedness 31
Emergency Response Plan 31
Emergency Communication Procedure 31
Release of Students 32
Emergency Medical Treatment 32
Exoneration from Physical Activities 32
Child Abuse Reporting Obligations 32
STUDENT RECORDS **33**
Access to Student Records 33
Procedures for Challenging the Content of the Record 33
Release of Student Record Information to Schools 33
Requests for Student Records 33

Welcome to San Diego French-American School
Bienvenue à l'École Franco-Américaine de San Diego

A Message from the Head of School / *Un message du chef d'établissement*

Dear Parents,

It is my pleasure to welcome you to the 2019-2020 school year at San Diego French-American School. Excellence in education is critically important to us all. As always, I want to thank you for making such a generous investment in your child's future by choosing the dynamic programming offered at our bilingual international school.

It is also my duty to present to you the new SDFAS Parent-Student Handbook, a comprehensive resource that reflects our school's positive values and multicultural spirit. The Handbook contains much useful information and I encourage you to take the time to read it cover to cover. You will find a multiplicity of rules and shared agreements that benefit everyone in the community and lead to safe and harmonious school life for everyone.

At SDFAS, we don't only focus on rigorous academics in two languages. As you will see from reading the Handbook, our curriculum and program cultivate in our students respect and manners, communication and social skills, and positive self-discipline. We strive to help all of our students learn to express their feelings and opinions, wants and needs, ideas, desires and dreams. Our school encourages each student to find his or her own voice and to be creative. And, our school encourages each student to discover and pursue his or her own personal interests and talents. All the while, the rules of the road contained within the Handbook help everyone achieve his or her potential and learn to function as independent and responsible human beings.

Given the important role that parents play in the academic and character education of their children, especially in a dual language school such as ours, this Handbook also serves as a means to promote a successful, collaborative and supportive partnership between parents, teachers and the administration, all in the name of our students and their continual growth. Finally, the Handbook also outlines the role that parents can play in the life of the school.

Thank you in advance for all you will do as parents in the upcoming school year to help support the school and the growth and learning of all of our students. And, once again, welcome to the 2019-20 school year at SDFAS!

Sincerely,
Mark Rosenblum, Head of School

Chers parents,

Je suis très heureux de vous accueillir pour l'année scolaire 2019-2020. J'aurai à coeur d'assurer à tous nos élèves une éducation d'excellence. Je tiens à vous remercier personnellement pour la confiance que vous avez montrée en choisissant le dynamisme de notre programme bilingue et international.

Il me faut vous présenter le nouveau Manuel Parent-Élève, une ressource exhaustive qui reflète les valeurs positives et l'esprit multiculturel de notre école. Ce guide comporte de nombreuses informations utiles et je vous invite à prendre le temps de le lire en entier. Vous y trouverez de informations relatives aux nombreuses règles communes qui assurent une vie scolaire harmonieuse pour tous.

A SDFAS, nous ne nous concentrons pas exclusivement sur des cours rigoureux en deux langues. A lire le Manuel Parent-Élève vous verrez que nos programmes visent la cultivation du respect, des bonnes manières, de la capacité à s'exprimer et à communiquer, des aptitudes sociales, et de l'auto-discipline. Nous aidons tous nos élèves à exprimer leurs sentiments et perceptions, leurs vœux et besoins, leurs idées, leurs désirs et rêves. Notre école encourage chaque élève à trouver sa propre voix et à développer sa créativité. De même, notre école encourage chaque élève à découvrir et poursuivre ses talents et intérêts. Derrière tout cela, les règles et accords du Manuel Parent-Élève s'assurent que chacun peut réaliser son potentiel et apprendre à vivre en tant qu'être indépendant et responsable.

Compte tenu du rôle important que jouent les parents dans l'éducation de leurs enfants, surtout dans une école bilingue comme la nôtre, ce guide sert également à promouvoir un partenariat positif, collaboratif, et bienveillant entre parents, enseignants et administrateurs, pour le bien de nos élèves et de leur développement. Enfin, le Manuel Parent-Élève énumère aussi le rôle que les parents peuvent jouer dans la vie de l'école.

Je vous remercie d'avance pour tout ce que vous ferez en tant que parent cette année pour soutenir l'école et contribuer aux apprentissages des élèves. Et encore une fois, bienvenue à SDFAS pour cette nouvelle année scolaire 2019-2020!

Cordialement,
Mark Rosenblum, Chef d'établissement

PARENTS

Communication between the School and Families

SDFAS will be sending a weekly newsletter named Echo Info to families every Friday. The parents portal and school website are also great resources to find information.
Every conscious effort is made to keep the parents informed of school activities. **It is necessary for all parents to have an email address that they check daily for messages from the school, as important school information is relayed via email.** It is the responsibility of the parents to make sure that they read the communications and to keep up-to-date with school events.

Parent-Teacher Conferences

Three parent-teacher conferences are scheduled per year. (See school calendar for exact dates). Parents are advised to attend.

Entering and Leaving the School Premises

When the gates are locked throughout the school day, visitors must sign in/out at the front desk upon arrival and departure. Parents must wear a visitor badge while on campus outside of drop-off and pick-up time. To see a faculty member or administrator, please make an appointment at the front desk.

Parents Working with Schools

The following report is retrieved from the National Association of Independent Schools (NAIS) document, "Parents Working with Schools." Parents and independent schools work together to create and sustain effective partnerships.

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Parents as Prime Educators

Parents have the primary responsibility for the education of their children. Specifically, this includes:

- Establishing a home environment, which teaches the moral values, social skills, self-discipline, and commitment to learning upon which successful schooling is based.

- Making a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character and strengths.
- Being fully informed regarding all aspects of their children's developmental progress, and where needed, to take and/or support the appropriate remedial action.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school.

Standards of Conduct for Parents at SDFAS

While on campus or on school-related field trips or at school events, parents and other adults are expected to behave in a manner consistent with acceptable public social behavior. In this context, adults are expected:

- Remain free of verbal, physical, or visual harassment and to use appropriate language, including no swearing, screaming, or verbal abuse to any other adult or child (see Harassment Policy)
- Be respectful of others and of their differences, especially in front of children
- Set a good example for children
- Stop rumors and not to start rumors
- Follow the grievance procedure
- Have integrity
- Not cheat, steal, or commit unlawful acts
- Show respect and support for the school
- Show respect to the teachers and other employees of the school
- Not make disparaging remarks against other parents or employees
- Not transmit (orally or in writing) any false, misleading, inaccurate or disrespectful information about the school, or any of its constituents to others, to other parents, or to employees of the school
- With respect to conduct on the Preschool playground when dropping off or picking up:
    - Not throw students up and down in the air
    - Engage students in "roughhousing" or other games or activities that may overly agitate students.

If not in compliance with the above "Standards of Conduct," SDFAS maintains the right to remove any parent/adult from the school campus or event or to prohibit that adult's re-entry to the campus or to prohibit that adult's participation in school activities.

Grievance Procedure

- First meet with the teacher(s) (except during class time), to discuss the concern and work out a solution.
- If an agreement cannot be reached, then the appropriate director (pre-elementary, elementary school or middle school) will speak individually with the teacher(s).
- The appropriate program director will meet with both parent and teacher(s) to work out a solution agreeable to all.
- If all else fails, an appeal meeting with the head of school will be called. Decisions by the head of school are final.

Personal Family Issues

In the case of personal family issues, including situations involving parental separation or divorce proceedings, SDFAS administration and faculty members will take a neutral, unbiased and impartial position. In serving the student's best interests, the SDFAS campus will not serve as a place for parental disputes. It is not within the role of SDFAS employees to provide legal testimony on behalf of parents. It is the parent's responsibility to notify SDFAS of any court order or legal action involving their child.

In the case of a divorce, SDFAS will remain consistent with its intent to promote the best interests of the student in partnership with both parents of the student. Unless otherwise directed by a court order, SDFAS shall maintain strict neutrality between parents who are involved in an action affecting the family. In the event that neither parent notifies the head of school or department head of the existence of a court order, neither parent shall be deemed to have rights superior to the other parent with respect to any minor student. Unless otherwise expressly curtailed or restricted by a provision of a court order with which a school official has been provided, the parent with physical placement rights of any student enrolled in the school shall, upon request, be provided all grade reports, notices of school activities, disciplinary action, or teacher or head of school conference appointments or summaries that are provided to the custodial parent or joint custodial and residential parent. The parent with physical placement rights shall be entitled to participate in all school activities, including scheduled conferences involving the custodial or joint custodial and residential parent. In the absence of a court order to the contrary, a parent with physical placement rights shall be permitted to visit his/her student enrolled in the school and to confer with the student's teacher(s) during required school hours (assuming that the visitation is within the rules prescribed by the school or by the administrative guidelines relating to school visits, as outlined in the Handbook). The head of school/designee may deny visitation if he/she believes the denial to be in the best interest of the student.

The policy of SDFAS is to provide information about the child(ren) to parents and guardians. In the case of divorce or separation, or multiple households where the child(ren) may reside, information is provided to all legal guardians. Parents should inform SDFAS of any changes in marital status, legal custody, or guardianship of children. All information and document requests will be forwarded to both parents. SDFAS will not take the responsibility of transfer of documents from one parent to another parent.

Pet Policy

For safety reasons, dogs and other pets are not permitted on the campus during regular school hours or at school events. Dogs may be walked on the sidewalk by the parking lots, but are not allowed in the parking lots or near the entry gates. Students must have prior permission to bring a pet to school or to the classroom.

Private Lessons

The school may not be used as a location for giving private lessons/tutorials. A child may not be tutored by his/her current teacher(s).

Lunch and Snacks

Lunch and snack time will take place under supervision and in an orderly fashion that will create the opportunity for social interaction. Children will be encouraged to finish their meals, *but will not be forced to do so*. They will not be permitted to exchange foods or beverages. There is no microwave oven available for students' use.

Children may bring their own lunch box with a nutritious, well-balanced meal or hot lunch may be purchased from the school's hot lunch catering service, under a separate contract. Children who forget their lunch box will be given the hot lunch and the parents will be charged accordingly. Soda pop and candy are to be avoided. *Glass-bottled drinks are strictly prohibited.*
The school will provide snacks for pre-elementary children only. Snack time for the other students takes place during recess. Parents must provide snacks for their children in K-8 if they are staying after school. The school does not provide snacks for children during extended care hours.
Pre-elementary school children are asked to bring an empty reusable beverage container (even if they are participating in the hot lunch program) for use during snack time. Beverages and snacks are provided for pre-elementary.
Children need to bring their own reusable water bottle to school, as drinking fountains may be closed periodically to prevent illnesses from spreading.

Birthdays and Celebrations

Parents are to make prior arrangements with the teacher of the class before sending birthday cakes and party items to school. Parents must have prior approval of the administration for any outside entertainment being brought to the classroom for a party. Please consult your child's teacher for any special requirements of the group (diet/nutritional needs, allergies, safety, schedule). To be sensitive to those children who are not invited to parties outside of the classroom, parents and students must not distribute invitations at school and these events are not to be discussed on the school premises.

Recess

The children are under constant supervision by the teachers on duty. Children must follow playground rules at all times. No personal playground toys are allowed, including electronic games or music and/or communication devices.

Backpacks

As the heaviness of the backpacks has become a health concern, teachers will work with the children to ensure that the students are taking home only the necessary books on a given day. The homeroom teacher and the English teacher will decide what action needs to be taken to lighten the backpacks. Parents must not insist that their children bring home all of their books every night.

Sunscreen

Parents need to apply sunscreen to their children in the morning. **Teachers and/or assistants will not be responsible for the application of sunscreen throughout the day**. In order to best protect the children from the sun, the school recommends that parents apply a total sun block to your child in the morning before school, dress your child in long sleeves and have the child

wear a hat. (Make sure the child's name is on the inside of the hat.) It is recommended that children keep a sunscreen "stick" in their desk or backpack for easy application at recess time.

Forgotten Items

To avoid classroom interruption, any forgotten article brought to school during class time must be left in the office. No parent may visit the classroom (except in the **pre**-elementary school) during school hours unless prior arrangements have been made through the teacher and/or program directors.

Marking Personal Property

To prevent confusion and to facilitate locating misplaced objects, parents are asked to label the name of the child on sweaters and jackets, lunch boxes, plastic food containers, and other objects that are easily removable. The school is not responsible for lost articles. All found items will be placed in a Lost and Found area and it is the responsibility of the parents and students to retrieve their possessions. In the pre-elementary school, if the child's name is not on the clothing, SDFAS reserves the right to write the child's name on it with a permanent marker.

Bicycles

Bicycles, skateboards, scooters and rollerblades are to be walked or carried on and off the school grounds. It is necessary that your child's bike have a lock, and your child wear a helmet in compliance with state law. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen.

STUDENTS

ATTENDANCE, TARDINESS, ABSENCE

Attendance

Attendance in PK0, PK1, PK2 and Kindergarten, though not compulsory, is considered necessary for the complete development of the child's personality and to prepare him/her to receive the education that is taught at the elementary school level. In order for the child to benefit from the program and take full advantage of the academic instruction and social interaction, which are integral to the pre-elementary program, s/he needs to arrive on time: 8:30 a.m. for kindergarten and 8:45 a.m. for pre-elementary students.

Beginning in first grade, full-time attendance is mandatory as stipulated by French and California regulations and students are expected to be ready to enter class at 8:30 a.m.

Parents and students must realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

At the Head of School's discretion, the student may be denied admission to school for the day and the absence will be unexcused. The student will not be allowed to make up missed tests or class work and the student's grade(s) may be affected. In the case of excessive absences or tardiness, the head of school may inform the appropriate governmental authorities if grounds exist for neglect by the parent.

Excessive absences or tardiness may result in non-promotion, a reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuance of enrollment.

Students are allowed to leave the school grounds only by previous arrangement. Students may go home for lunch if the parent signs the child in and out. The child must leave and return within the 40-minute lunch break. Middle school students may leave by themselves, if the parents have agreed to such an arrangement and if they have informed the school administration in writing.

If arrangements have been made and the child is to be picked up early from school, the parent or legal guardian must arrive at the office (not the classroom) and a staff member will call the classroom and tell the child to report to the office. If someone other than the parent/guardian is picking up the child, the parent must inform the school beforehand, either by telephone or a written note. The preferred method is to send an email to the administration (admin@sdfrenchschool.org) and the teacher.

A child who comes back to school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Tardiness

It is a parent or guardian's responsibility to see to it that the student arrives before school starts in the morning. Students in Kindergarten through 8th grade who arrive at school after the bell

rings at 8:30 a.m., must report to the office and receive a tardy slip to take to class. Students who arrive after 8:30 am and before 10:45 am are considered tardy. Arrivals after 10:45 will be counted as ½ day absent. A notation will be made in the student's records by the teacher and will remain a part of the child's permanent school records.

An excused tardy will be one of the following:

- Doctor or dentist appointment, accompanied by a physician's note
- Unusual weather/traffic delays (to be determined by the administration)
- Family emergencies.

All other tardiness will be considered unexcused. The sanctions imposed will be consistent with the disciplinary actions outlined in the section CODE of BEHAVIOR, RULES, AND DISCIPLINARY ACTIONS.
Tardiness should remain exceptional. If a student arrives late too frequently, the parents will be asked to discuss the situation with the division director. Excessive tardiness or absences may result in the school taking further action. Any student who is absent from school without a valid excuse or who has unexcused tardiness of more than thirty minutes total for any week, may be deemed truant persistent tardiness (after the 10th time a student has an unexcused tardy) may result in the administration reporting "neglect" to San Diego County's Child Protective Services.
Preschool children arriving after 9 a.m. will need to use the main office entrance.

Absences
If a student is absent from school, the parent must notify the office before 9:00 a.m. The school accepts no liability for a student's absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day.
Students are allowed to make up work for excused absences, which are:

- Illness
- Family emergency/death in the family
- To observe religious holidays
- Emergency medical appointments

If the student is ill, a written note from the physician stating the reason for the child's absence must be presented to the teacher after the student has been absent for three or more days.
If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, the flu) the office must be notified, so that precautions can be taken and notifications sent home. **If your child is not well prior to the beginning of the school day, you are requested to keep the child home.** Students with a fever will be kept in the office, away from other children, until they can be picked up. Also, see "Lice Policy."
In the case of long-term absences, parents must apply for permission from the head of school or the division director. Parents, not the student, must notify the teachers at least two weeks before departure. Advance assignments will not be given and all assignments, tests, etc., will need to be made up upon the student's return. Teachers are not required to prepare class and

homework assignments in advance or upon return. Credit for assignments will be up to the discretion of the individual teachers.
Any student who has a total of 20 days or more of unexcused absences in one school year may be subject to the following sanctions:

- Suspension
- Expulsion
- Completion of the school year but prohibited from re-enrollment for the following academic year.

Medical and Dental Appointments
Every effort should be made to schedule doctor and dental appointments outside of school hours. The school requires your cooperation to make sure that students have minimal disruption in their studies. Please inform the office of any appointments before arriving at school for your child. Upon return to school, students must present a written notice from the physician or dentist to the office and obtain a pass from an administrator before returning to class.
Religious/Cultural Observance
Students may be excused for religious observance, parents must advise the teachers and/or administration in advance of such absences.

California Definition of Chronic Absentee

- *EC* Section 48260 (a) "A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district." *In addition, SDFAS may be obligated to report the situation to Child Protective Services as negligence.*
- A "chronic absentee" has been defined in *EC* Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays." *In addition, students who miss more than a certain number of school days during the year, except for official therapist- or physician-excused reasons in writing, may not be able to receive credit for the school year and may not advance to the next grade level.*

CODE of BEHAVIOR, RULES, DISCIPLINARY ACTIONS

SDFAS School Rules and Code of Behavior/Expectations

Dress code

- Clothes must be appropriate for a school setting, meaning no shorts that are too short, no skirts that are too short, no boxer shorts showing or baggy pants, no stomach or mid-section showing, no dirty or torn or ripped clothes or clothes with holes in them, or other dress or clothing deemed inappropriate by teachers, staff, or administration.
- The Division Directors are the final arbiters in such matter related to dress code.
- If a child is inappropriately dressed, a conversation with the child will take place and a reminder given, parents will be informed by email, and, in severe cases or frequently repeated cases, a parent will be asked to come and pick up the student or bring a change of clothing.
- Students must wear the proper PE clothing. If the student reports to sports class without the required attire, the student and parent will be notified and the student will be asked to report to school properly dressed on the day of the next sports class.

General school rules

- Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time students are involved in curricular or extracurricular activities.
- No toys of any kind are allowed to be brought to school, from home or elsewhere, unless explicitly approved by a teacher or administrator of some kind of curriculum-related need or project.
- Students may not leave the school grounds at any time during the school day without written permission and clearance from the office. Failure to respect this critically important safety-rule may lead to suspension or expulsion from school. However, students may leave during the lunch break, if the parents sign them in and out. They must leave and return within the 40-minute break time.
- Students should be in their assigned play areas during recess and lunch time.
- Students in elementary and middle school are not allowed to use or play on the play structures of the preschool (even if and especially if they are siblings of preschool students)
- Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code)
- All students will be responsible for the protection and preservation of school property and for the goods of others; stealing is strictly forbidden.
- Fighting or “play-fighting” is prohibited and may result in suspension.
- Profanity is strictly forbidden.

Behavior expectations of SDFAS students

- Must attend school daily, arrive on time and be prepared for class.
- Must bring the necessary supplies to class.
- Must follow the school rules and general student rules established by teachers, ASA instructors and Extended Care staff.
- Must allow others to work undisturbed.

- Must show safe and responsible behavior. They are not allowed to fight, throw dangerous objects, call names, push or threaten others. No weapons are allowed at school.
- Must not deface the school or school property.
- Must show respect for individual as well as collective property.
- Must tell the truth, keep promises, and must not steal.
- Must be respectful of themselves, their peers, adults and teachers.
- Must use appropriate language and must not use profanity on the playground, in the classroom or anywhere on the campus.
- Must never leave the school grounds without permission during school hours; failure to respect this rule may lead to immediate suspension or expulsion.
- Must respect cultural, religious and/or socio-economic differences.
- Must treat others as they would like to be treated.

Technology

Teachers use tablets and laptops for instructional use in both the French and American programs in the elementary and middle school. Internet access via Wifi is available throughout the campus. **Students are not allowed to use their own devices on campus without express permission in advance from their teacher or pedagogical director.** Students in grades 5 – 8 participate in the school's mandatory one-to-one Chromebook program which requires from families a refundable deposit and modest annual usage fee. In 5th grade the Chromebook always stays at school and in grades 6, 7 and 8 the Chromebook travels back and forth between school and home. Chromebooks are monitored by the school using an Internet supervision platform called *GoGuardian*.

Cellular Phone Usage

Students who bring mobile phones or smart watches to school must turn off the phone and place it in their backpacks during school hours. Cell phones for texting, video chat or phone calls are to be used **only** before and after school and **not** at lunch. Cell phones are to be used only for urgent matters. Students who need to speak to their parents must ask permission prior to using their phone. Non-compliance with this policy will result in the teacher confiscating the phone. It will only be returned when the parent and student together come to the teacher to retrieve it. Non-compliance may also result in disciplinary action as outlined in the section "Elementary & Middle School Discipline."

Personal Toys/Articles

For safety as well as for social reasons, personal toys and objects are not allowed in school unless specifically requested by the teacher (for projects, exhibits, "show & tell").

- Toys are not to be brought to school and school personnel are not required to locate a child's lost toy.
- Sharp objects such as razors, knives, glass bottles, metal or anything (including BB guns) that can cause physical injury, intended or not, to oneself or to another, are strictly forbidden at school.
- Jewelry and objects of value are strongly discouraged. The school will not be held responsible for objects lost, damaged, traded, or misplaced at school.

Disciplinary Actions

Positive Discipline / Restorative Justice
Discipline at SDFAS is an introduction to the discipline required for successful life in society. It entails the establishment of rules, which are created as necessary, and are sometimes imposed as safety measures. All disciplinary models, like educational models, are based upon the concept of the child and, through the child, of the adult that we wish him or her to become. The staff at SDFAS is committed to the belief that all students have the right to learn in a safe, distraction-free environment and that no student has a right to distract the learning environment on endanger the safety of any other student. Teachers also have a right to insist on a distraction-free environment in which to teach and that no student has a right to distract the learning environment in the classroom. With this goal in mind, all teachers and staff will develop a set of expectations for student conduct and will make those expectations known to students and available to parents.

Discipline has to guarantee **dignity** for everyone, as well as protection against physical and moral threats. In the SDFAS community, the situational context of incidents and the implications of words and actions are taken into great consideration. Discipline almost always includes a punitive sanction, an educational component, and when possible actions to "restore justice" or regain trust and one's reputation based on what has occurred.

The adults at SDFAS will act as role models. Students are also expected to behave as role models. Dialogue and cooperation will be taught. Norms of everyday life will be elaborated in class. To assist students in reaching the goal of self-discipline, they will be taught to help others, have the right to speech, the right to listen and to be listened to, to have confidence in them and to understand the reality of the consequences of the lack of discipline.

The following policy for disciplinary action will be followed for elementary and middle school students.

Verbal Warnings, Warning Tickets and Disciplinary Council
All acts of inappropriate behavior in the elementary or middle school will be documented after either a verbal warning or through a "warning ticket". Any teacher or staff member may give a verbal warning or a warning ticket – all adults individually and collectively are responsible for enforcing school rules and norms, and for holding students accountable to the school's core values of which integrity and empathy are two of the most important as regards words, behavior, discipline and self-discipline. Truthfulness and assuming responsibility are expected from students.

A warning ticket is issued via email (and a phone call) to parents from either the teacher or a division director. The next level of discipline in the convening of a "disciplinary council", often following two or three consecutive warning tickets (but possible even following the first one depending on the context and severity of the incident).

What are examples of behaviors or acts can lead to a warning or warning ticket, or more if warranted?

- Lack of respect for another student including bullying, harassment or intimidation
- Lack of respect and/or disobedience towards a teacher
- Physical or verbal violence including bullying, harassment or intimidation
- Disruptive attitude
- Property damage or stealing
- Frequently repeated tardiness to class or frequently repeated and accumulated absences
- Out of bounds - During recess students are assigned to playground areas. They become out of bounds when they return to the classroom, office, library etc., without the permission of the teacher on duty. If permission is granted, students may proceed to the destination that they wish to reach to obtain a sweater, lunch box, book, etc. No child is allowed to be in a classroom or otherwise without a teacher present. No child is to leave campus at any time unless accompanied by an authorized adult.
- Possession of weapons or drugs
- Lying, cheating or academic dishonesty (see Cheating and Plagiarism)
- Immoral conduct
- Multiple unjustified late arrivals to class
- Multiple arrivals to class without necessary materials, per teacher discretion
- Multiple non-completed assignments, per teacher discretion

Levels of Disciplinary Action

- A warning ticket always leads to an email to and conversation with parents
- Multiple warning tickets can lead to a Saturday morning detention and a conversation with parents
- A single or multiple warning tickets, depending on context of incidents and severity, can lead to the convening of a Disciplinary Council: Disciplinary Council outcomes often include both a sanction and a "restorative justice" component (letter of apology, community service of some kind, presentation to peers on a public service topic, research and reflection through reading, video-watching, writing, etc.). Sanctions can include one or a combination of Saturday morning detentions, suspension or expulsion from school. Or other actions, such as strongly recommended support from an outside therapist or specialist, depending on the situational context of an incident or infraction.

Disciplinary Council

The Disciplinary Council is led by the division director and is comprised of the main teachers (elementary school) or advisor (middle school), one other teacher from that school division, the director of the elementary school and the director of the middle school, and one member of the administrative staff. This Council is authorized to make recommendations to the Head of School. The sanction will be chosen as one or a combination from among the following: prevention work, restitution work, mandatory counseling, community service work, Saturday morning detention, suspension of privileges, temporary suspension from school or activities, and/or definitive expulsion from school. Only expulsion will become a part of the student's permanent school records. The policy for suspension and expulsion is included in this Handbook. Following

the decision of the Disciplinary Council, appeals may be made to the head of school whose decision on matters is final and binding.

Implementation
Successful integration into school life should deem unnecessary all forms of disciplinary actions or punishment in school. No disciplinary actions can or will be administered for unsatisfactory academic results. No corporal punishment is permitted at school at any time; only time-outs are authorized, as well as the disciplinary and warning system described above. The policy for disciplinary measures and sanctions as outlined in this Handbook will be applied.

The teachers will refrain from all behavior, actions, or words that can translate on his/her part indifference, or contempt toward the child or family. Accordingly, students as well as their families are expected to refrain from all behavior, actions or words that will serve to insult and injure the teachers, other students or their families.

Steps toward the resolution of a disciplinary problem: it is the moral responsibility of the school to assist the problematic child by any available and accepted means possible. In addition to the discipline policy, the teachers will offer help, support and understanding to both the child and parents and, if necessary, a referral may be made to a child psychologist and/or family therapist.

Suspension and Expulsion
General Guidelines: 1st - 8th Grade:

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code, will be the criteria used at SDFAS for

Suspension or Expulsion:

CA Educational Codes 48900-48927. A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the head of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive

For the complete code, see the Educational Codes 48900-48927 on the website:

http://www.leginfo.ca.gov

Students are forbidden to use or possess liquor while on school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

Specific Guidelines

Official suspension may occur in the following cases:

- Serious misconduct, on-campus or off-campus during school related activities,
- Continued misconduct after having been placed on probation.

As a result, one of the following may occur:

- The student may attend class, but lose the right to participate in certain school activity on- or off-campus, including field trips and overnight trips
- The student may be suspended from a particular class and required to report to a specific place on campus during that time,
- The student may be sent home for the entire period of suspension.
- The student will be assigned school work before leaving with the parent. The student will be required to take home all books and belongings, indicating by their behavior, their choice to not be a part of their class. It is the parents' responsibility to monitor the student's completion of all work.

A conference needs to be scheduled with the division director and head of school, parent and student before the student is allowed to return to class at the end of the suspension period.

Specific procedures include:

- The student will be given oral or written notice of the charges against him or her, and a fair opportunity to present his or her side of the story.
- The gravity of suspension requires that notice be given to the parents by telephone, email or other appropriate methods within a reasonable time, followed by a written notice signed by the Head of school.
- A conference with the parents, students, and appropriate school representatives will be arranged.
- A written form of suspension must be signed by the parents and student(s.) On this form, the exact length of the suspension must be specified and the reason for the suspension clearly noted.
- The head of school is required to maintain dated documentation of the facts, and of the parent-conference.
- In "emergency" situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.
- A suspension must be approved by the head of school, or in the absence of the head of school, by a designated staff person.
- Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion for continued or repeated misconduct will clearly be stated to students and parents.
- The length of any suspension is left to the discretion of the Disciplinary Council and head of school in accordance with the nature of the conduct and all circumstances.

- To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

Expulsion: Specific Guidelines

- The final decision to expel a student rests with the head of school.
- Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Use of Technology and Cyber-bullying

Students are expected to use the computers in the classroom and in the computer lab or anywhere on campus for the sole purpose of school-related work and research. School computers are not to be used for personal purposes or for accessing social networking or media sites such as, but not limited to, Facebook, Instagram, Twitter, SnapChat, or any other such sites as periodically determined by the school from time to time. All online communication between students or referencing students will be treated as on-campus behavior and will be governed by the terms of the school's policies. Whether at school or off campus, students need to be mindful of using appropriate language and etiquette when using the Internet. Cyber bullying is strictly prohibited.

Cyber bullying includes but is not limited to the use of the internet, social networking sites (such as Facebook/Instagram/Twitter), instant messaging (IM), chats, email, blogs, mobile text messages and the like, for the purpose of supporting hostile behavior or words by an individual or group which is intended to harm others.

Any type of virtual or digital communication that disrupts or prevents a positive educational environment will be considered bullying or cyberbullying. The same disciplinary action that applies to bullying or harassment also applies to cyber bullying.

Harassment Policy

SDFAS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Investigations always involve interviewing each student and known witness involved in an alleged incident. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing.

However, substantiated acts of harassment will result in disciplinary action, up to and including the convening of the Disciplinary Council (which could lead to detention, suspension, or dismissal). Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes but is not limited to, any or all of the following:

Verbal Harassment:
Derogatory comments and jokes or threatening words spoken to another person; denigrating remarks made to students publicly or privately.

Physical Harassment:
Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement. Physical contact may be made to prevent harm to the child.

Visual Harassment:
Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

It is the responsibility of SDFAS to:

- Implement this policy through regular meetings with all administrators and staff ensuring that they understand this policy and its importance, make all faculty, staff, students, and parents aware of this policy and the commitment of the school to its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile or an offensive school environment, and
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing,
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome,
- Report all incidents of discrimination or harassment to an adult, and to discontinue that conduct immediately, if informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

Harassment Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The first thing to do is for the student to inform an adult (parents, teachers, staff member, division director, head of school...). The more the school is informed late or with delay, the more the victim may be affected by this situation
- Depending on the severity (or non-severity) of the alleged behavior, the student may counsel as a first step to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must again report the harassment to a parent, teacher or staff member who will report it to a division director.
- Parents of the alleged harasser (or bully) and parents of the alleged harassed (or bullied individual) will be contacted by phone and/or email of the situation.

- The student alleging harassment will be asked to complete a formal, written complaint, with the assistance of parents as needed. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained to the degree possible. All students or known witnesses involved with an incident will be interviewed individually and never as a group.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations. The student will present his or her side of the events or behaviors and will cite any known witnesses to the behavior or events.
- Once the facts of the case have been gathered to the best degree possible given the nature of the circumstances, the Disciplinary Council will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment (or bullying) and can include all disciplinary actions up to and including suspension or immediate expulsion.
- If the complaint is against a non-employee or a non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Bullying Policy

Bullying is not tolerated at San Diego French-American School. Bullying is a form of harassment and violence and will be treated as such according to the school's policies. The school's bullying policy includes the following:

- Definition of bullying
- Intervention by adults
- Disciplinary actions

Definition of Bullying

Bullying means exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes an issue when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). What do bullies do? Bullying actions may be direct or indirect and may include any of the following:

Examples of direct bullying:

- Repeated and targeted hitting, tripping, shoving, pinching, and excessive tickling
- Verbal threats, name calling, racial slurs, and insults
- Demanding money, property, or some service to be performed
- Stabbing, choking, burning, etc.

Indirect bullying may be more difficult to detect and may include:

- Rejecting, excluding, or isolating target(s)
- Humiliating target(s) in front of friends
- Manipulating friends and relationships
- Sending hurtful or threatening email or text messages or writing notes
- Blackmailing, terrorizing, or posing dangerous dares
- Developing a website devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.
- "Cyber bullying" of any kind on social networking sites or any site on the internet or via text message, email or other digital, electronic or computerized form

Intervention of the bully's actions

Teachers/staff/administrators will:

- Document the student's involvement or participation in the bullying.
- Send a clear, strong message that bullying is not acceptable.
- Report all cases of bullying to the elementary school director or middle school director.
- Offer support to the student who is bullied.
- Work to ensure that students feel safe when reporting bullying incidents.
- Give all involved students in a particular incident the opportunity to give their version of the incident.

Students will be warned that additional negative consequences will be administered if bullying behavior does not stop. The administration will follow up with the parents to provide continuity and strength in supporting the victim and disabling the bully, with a goal to achieve awareness, education and growth for both the student doing the bullied and the student being bullied. Discussions are also centered objectively around behaviors versus personhood. The school seeks to avoid villainizing individuals at all costs in favor of the approach to reform and educate through concrete interventionist actions.

Disciplinary action

Teachers and administrators will follow the school's policy for implementation of discipline/sanctions as outlined earlier in this handbook.

Cheating and Plagiarism

Integrity and trust are the basic values necessary to have a proper learning environment. At SDFAS *dishonesty,* both academic and behavioral, will not be tolerated, particularly in the classroom. Students must do their own work and must not cheat on homework, tests, research papers, or in-class assignments. By the same token, *plagiarism* will not be tolerated, as it is presenting someone else's work as if the student had written it.

Examples of Cheating and Plagiarism include but are not limited to the following:

- "Coping and pasting" another's work from the Internet without proper citations. Resources, such as those found on the Internet, in encyclopedias, periodicals, books, etc. must be attributed to the author in all cases. Sources and authors must be identified when quoting or paraphrasing.
- Portraying someone's work as your own.
- Looking at another's answers during a test.

Failure to comply will result in disciplinary measures to be determined by the teacher. The teacher has the right to penalize the student if he/she fails to comply.

MIDDLE SCHOOL COMMUNITY AGREEMENTS, RULES AND GUIDELINES

In the middle school (grades 6,7 and 8), all students and parents/guardians additionally read and sign a document entitled Middle School Community Agreements, Rules and Guidelines at the beginning of each school year. This document refers back to this Handbook and contains policies, agreements, norms and articulated consequences. Specifically, the document includes "I will" statements, "I will not" statements, anti-bullying policy, cyber-bullying policy, technology use policy, academic honesty policy, US grading scale, French grade scale, middle school dress code, "chapeau" tickets, warning tickets, disciplinary measures for multiple warning tickets, and attendance policy.

HOMEWORK

Homework has these major objectives for the student:

- To read and become proficient readers;
- To learn to become responsible and, therefore, accountable for a given task;
  To reinforce classroom lessons.

Parents are advised to contact their child's teacher(s) regarding their homework policies.
For any student, homework prudently assigned and carefully executed can be considered as a preparation for the type of work required in successive years. We urge all parents to take an active interest in the child's homework.
Students are responsible for writing down their assignments in their daily agenda and for completing them on time.
All students are expected to contact the teacher if questions or problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.
Teachers will combine strategies in order not to exceed 30 minutes of homework (including reading) for grades 1 and 2; one hour of daily assignments for grades 3, 4 and 5; and two hours for middle school grades 6, 7 and 8. Teachers will make efforts not to assign more than two written tests per day in elementary school excluding quizzes, and with the exception of final exams for middle school.

Homework is not assigned for the elementary grades on the weekends except in the following cases: (This policy does not apply to middle school.)

- Unfinished class work may be assigned as homework if the student was unable to finish the work in class
- Make-up work in the case of student absence
- Homework assigned between Monday and Thursday and due the following Monday.

Long-range assignments should be carefully planned to avoid last minute rush efforts. In all cases, the time spent on homework varies from student to student. If homework becomes a burden for your child, the parent(s) should contact the teacher directly to review and possibly adapt the homework strategy.
For elementary and middle school students, homework is not assigned during school vacations with the exception of recommended or encouraged reading in French and English.

REASONABLE ACCOMMODATION POLICY

SDFAS adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations.
As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the school.

PROCEDURE

- **Request for Accommodation**
  - A student with a qualified disability, who desires a reasonable accommodation in order to access the goods, services or operations of the school, or his or her parents or legal guardians, should make a request in writing to the Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).
- **Reasonable Documentation of Disability**
  - Following receipt of the request, the Head of School may require additional information, such as reasonable documentation of the existence of a disability.
- **Interactive Process Discussion**
  - After receipt of reasonable documentation of a qualified disability, the school will arrange for a discussion with the student and/or the student's parents or legal guardians.
  - The discussion may include other individuals that may be helpful to the discussion and issues to be addressed.
  - The purpose of the discussion is to work in good faith to fully discuss feasible potential reasonable accommodations.
- **Case-by-Case Determination**
  - School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. School will not provide

accommodation(s) that would endanger the health or safety of the student or others, that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue hardship or burden to the school, including upon the school finances or operations. The school will inform the student and/or the student's parents or legal guardians, in writing, of its decision as to reasonable accommodation(s).

HEALTH AND SAFETY

Report Change of Address and Other Information

Please be sure that all contacts are updated for your child in FACTS. It is the obligation of the parent to inform the office manager of any changes in address, phone numbers, email addresses or emergency contact information. It is imperative that the school administration be able to reach parents in case of an emergency or an urgent situation.

Health/Illnesses/Accidents

Children with Symptoms of a communicable disease will remain with a staff member until the parent or designated caretaker arrives for the child.
We make every effort, including calls to mobile phones and email to reach the parents when a child is ill, but after 30 minutes, if we have no response, we will attempt to reach the emergency contacts provided by the parents.

Illness Exclusion Guidelines

The observation of illness at home can help prevent inconveniences, prolonged child illness and infectious outbreaks. If you observe any of the following symptoms of illness **please keep your child at home.**
We will not service children who have:

- Respiratory illness and colds – Children with runny noses will not necessarily be excluded. However, a child will be excluded if the runny nose is associated with an abnormal temperature, infected throat, congestion, persistent cough or general irritability, or at the teacher/ Director's discretion when the child appears too ill to participate in school activities.
- Diarrhea – A child with two or more loose or watery stools within 24 hours will be excluded until there have been no loose or watery stools for 24 hours.
- Fevers – An aural temperature 100°F / 38°C or greater. Children must be free of fever for 24 hours (without fever reducing medication) before returning to school.
- Conjunctivitis (pink-eye) – Children with bacterial conjunctivitis (pink-eye) should receive medical attention and return to school 24 hours after prescribed treatment is initiated.
- Severe Illness – Children who exhibit lethargy, irritability, persistent crying, difficulty breathing, and uncontrolled coughing may be requested to be picked up at the teacher/director discretion.

- Vomiting – A child is excluded when vomiting occurs two or more times within 24 hours (unless the vomiting is determined to be due to a non-communicable condition), if the child is in danger of dehydration, or if vomiting is accompanied by a fever.
- Mouth Sores – Preschool children exhibiting excessive drooling in conjunction with sores in or near mouth shall be excluded, unless the child's physician or local health department authority states the child is not infectious.
- Rash – Children who have unidentified rashes shall be excluded, especially when the rash is accompanied by a fever or behavior change, or is associated with a communicable illness. Children can return with a child's physician note that determines that the rash is not contagious. Any open sores must be covered with a band-aid or clothing.
- Evidence of head lice, scabies or other parasites (see procedures for lice treatment)
- Unusual spots, skin rashes or untreated infected skin patches
- Severe coughing that causes a "whooping" sound
- Yellowish skin or eyes
- All Other Communicable Diseases/Illnesses - As determined by the American Academy of Pediatrics, & American Public Health Association – Caring for our children – National Health and Safety Performance Standards (1992).

Children with symptoms of a communicable disease will be sent to a comfortable area in the office and will remain there supervised by a staff member until a parent or designated caretaker arrives for the child.
We make every effort, including calls to mobile phones and by e-mail to reach the parents when a child is ill, but after 30 minutes, if we have no response, we will attempt to reach the emergency contacts provided by the parents.
Children who show these signs are separated from other children, supervised and made comfortable until their parent or caretaker arrives to take them home. If the child has been diagnosed with the flu or the swine flu, notify the school immediately. THE STUDENT MAY RETURN TO SCHOOL AFTER BEING FEVER-FREE FOR 24 HOURS without the use of fever-reducing medicines AND/OR IS NO LONGER CONTAGIOUS. In the event of any unique illnesses, the school will follow the recommendations of the Centers for Disease Control (CDC) and S.D. County health services guidelines. For more information, visit http://www.cdc.gov
Use the following as a guide:

Keep at Home	**Send to School**	**See a Doctor**
Fever above 100F/38C degrees	Ear infection, no pain	Undiagnosed skin rash
Vomits more than once	Infrequent diarrhea	Eye infection
Flu: body aches, headache, and fever	Minor cold (runny nose, cough, sneezing sore throat)	
	Cold sores (sore covered)	
	Infestation of lice (after treatment begins)	
	Strep throat (after 24 hours of medication)	
	Vague "I don't feel good symptoms"	

**Please notify the school office if your child is staying home due to illness.*

At SDFAS, we encourage hand hygiene and respiratory etiquette and we will emphasize the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).
Flu can be easily spread; therefore, we will take the steps necessary to reduce the spread of flu at school. SDFAS will routinely disinfect areas that students and staff touch often.

Contagious Diseases

The most frequent and common diseases that need to be controlled are chicken pox, rubella, mumps, measles, conjunctivitis, tuberculosis and the flu. If suspected, parents should promptly inform school personnel. The school, in the general interest of its population, will take the necessary measures to avoid the propagation of a contagious disease.
School personnel have the right to examine the students for extreme cases of coughs, flu, fevers and runny noses and to refuse admittance into the class until the child's obvious illnesses have cleared up. Please keep your child at home if this is the case.

Procedure for the Treatment of Lice

Teachers will check the child's hair if scratching occurs. If a child is found with lice or nits, the parents will be called immediately to take the child home and properly treat him/her. Information for parents about the proper treatment will be provided by the administration upon request. The student will be readmitted to school after s/he has been treated according to the brochure from the California Department of Health Services, "A Parent's Guide to Head Lice," and the parents must notify the school in writing or by email that they have done so.
As additional precautionary measures, and to eradicate a lice infestation at the school, SDFAS will follow these procedures when one case of lice is discovered at school:

- There will be administration and/or faculty and/or outside professional help present to check all children to see if there are any additional cases
- Parents of the children will be notified that lice have been found in the class, even if it pertains to only one case
- Children with live lice will be sent home and parents are required to treat them and the household, as outlined in the brochure, "A Parent's Guide to Head Lice"
- Parents will be notified if nits were found on their child and will be asked to perform the same treatment outlined in the brochure; the lice comb needs to be used to remove nits.
- Children will be sent home with a lice brochure and a note that the parents must sign indicating that the child and other members of the household have been treated, as necessary, and the house has been cleaned according to the recommendations in the brochure, "A Parent's Guide to Head Lice."
- Parents are encouraged to wet comb their child's hair
- Children will be checked periodically until no more lice are found on any child.

Systematically, upon returning from school breaks, there will be a general check for lice on all children at school. If lice are found, the above procedure will apply.
Source: www.headlice.org More valuable information is on this website.
Parents are also encouraged to take the following precautions against the flu:

- Teach your children to wash their hands often with soap and water or an alcohol-based hand sanitizer. You can set a good example by doing this yourself.
- Teach your children not to share personal items like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. They need to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- Know the signs and symptoms of the flu. Symptoms of the flu include fever (100 degrees Fahrenheit, 38 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- Keep sick children at home for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- Do not send children to school if they are sick. Any children who are determined to be sick while at school will be sent home. For more information, visit www.flu.gov or call 1-800-CDC-INFO for the most current information about the flu.

Returning to Class after Illness

Any child or adult who has been absent as a result of communicable disease/illness may not be readmitted to the classroom until there is written assurance by a physician (or medical professional) that the child or adult no longer has any evidence of the communicable disease/illness. 5-day absences due to illness will require a doctor's release note to clear re-entry into school.

First Aid Procedures

At SDFAS, we make every effort to make sure your child is safe. However, minor accidents beyond our control may occur. Simple injuries will be treated at school by applying ice, soap & water, and/or bandages. In the event that a more serious injury occurs, you will be notified at once, and the Emergency at 911 will be called if necessary. All Staff at SDFAS have CPR and First-Aid training.

Medication Administration

The California Education Code states that any student who is required to take medication (prescription or over the counter) prescribed by a physician during the regular school day, may be assisted by a designated school personnel if the school receives:

- A written statement from the physician detailing the method, amount and time schedules that the medication is to be taken and
- A written statement from the student's parent/guardian authorizing the school to administer the medication. (E.C. 49422, 49423)

Parents and physicians need to complete a Medication Administration Form (available in the main office) if the student needs to be given medication at school. No medications (including over-the-counter) are given at school without this form.

Please send all medications (prescription and over-the-counter) in a Ziploc bag labeled with your child's name. Medications must be in the original pharmacy container with the original

prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if so prescribed by the physician.
Parents are responsible for informing the school of the child's allergies and providing the school with the appropriate medication. Parents must be aware of expiration dates and replace the medication as necessary.
No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above.

Parents are required to notify SDFAS when new medications are started at any time during the school year.
The school has no way of providing for children who are ill except to contact the parent or emergency contact and request they be picked up and taken home. For this reason, it is essential that the school has current parent/guardian contact information on file.

Accidents

A child who is involved in an accident with minor bruises will be treated by responsible school personnel who will evaluate the extent of the injury and contact the parent/guardian as necessary. Parents are notified immediately in the event of a medical emergency (serious injury or sudden illness) that occurs during school hours. ***Please be sure that all contacts are up to date for your child.*** It is understood that enrollment at SDFAS confers upon the school the obligation to select emergency care providers in the absence of a school official's ability to reach the parents and that no liability would be attached to such a decision in the event that the parent cannot be reached.

Nail Clipping

Keeping your child's nails clean and appropriately trimmed at all times is very important. Scratching incidents during play can be avoided if nails are properly trimmed. Keeping the nails trimmed can also prevent infections from occurring. Children risk infection if they scratch their skin with dirty nails.

Insurance

As part of the student fee, students are extended insurance coverage through an approved insurance plan when present at school or when transported to and from a school event, i.e., field trips, playground, etc. It is the responsibility of the parent to obtain a "NOTIFICATION OF INJURY/STUDENT ACCIDENT CLAIM FORM" from the financial office. Parents must fill out the form, then the supervisor of the injured student fills it out, then it is submitted to the financial office for completion. This procedure must take place within 30 days of the incident. Details on specific coverage are available at the office.

Emergency Preparedness

San Diego French-American School has established a comprehensive emergency response plan designed to respond to all anticipated emergency situations that might arise, whether natural events or man-made. All administrators, faculty and staff members are assigned to an emergency response team, and assume those duties when the head of school or other senior administrator activates the Emergency Response Plan.

Each staff member must become familiar with the actions needed to respond in an emergency. There are many possible disasters which may occur, most of which can be managed effectively when all faculty and staff members involved know their specific responsibilities. The key is preparedness. Eliminating possible hazardous situations and being aware of how to react BEFORE an emergency occurs can save lives.

With the large number of students and staff on campus at any one time, the responsibility for their safety is a serious concern. We must all take steps to be effective, contributing members of the school's emergency response plan. Faculty and staff are trained.

Emergency Response Plan

In the event of an emergency, the highest person on the chain of command list announces implementation of one of the standard emergency actions: DROP, COVER AND HOLD; LEAVE BUILDINGS; SHELTER INDOORS; CENTRAL SHELTER; SECURE SITE; LOCKDOWN; ASSEMBLE/TAKE ROLL; or EVACUATE CAMPUS. The senior administrator then oversees the setup of the Incident Command Center (ICC) and ensures that all key positions in the crisis response team are filled.

All faculty and staff on campus respond in the event of an emergency, regardless of whether or not they are on duty. All staff report to their regular assignments/supervision areas. Parents and visitors on campus report to the guest check-in area for attendance.

While it is hoped that these emergency procedures are never needed, it must be recognized that if they are put into effect many variables may come into play. While the procedures try to anticipate these variables, flexibility and the ability to listen and follow directions are of critical importance.

Emergency Communication Procedure

To the extent possible, the following radio/television stations will be contacted to broadcast information regarding emergency status at San Diego French-American School:

KOGO 600 AM
KFMB 760 AM
KGTV-10 ABC
KNSD-7 NBC
KFMB-8 CBS

In the event of a **lockdown emergency** at the school, the school official(s) would as a first order of priority call 911. As soon as possible after that, a mass text message mailing through FACTS (SIS) would be sent to all parent cell phone numbers on file in our system, informing parents of the lockdown and that 911 has been called. The message would also direct parents **not** to come to SDFAS but instead to the designated emergency gathering location of **Kate Sessions Park** to await further information and direction. Messages would then be sent out by the school through

FACT (SIS) every 15 to 30 minutes for the first two hours and on an hourly basis after that. Messages would also be sent by email to parent addresses on file. At Kate Sessions Park, designated SDFAS parent ambassadors (certain Board members and certain parent members of the school's security committee) would also be on site to help relay information.

Release of Students

- The Administrator in charge will determine when it is safe to release students, in consultation with community officials.
- Students will only be released to their parents or other individuals designated on the student's emergency information card.
- When a student's parent or other authorized individual arrives on campus, they will be directed to the designated reception and release area. Using radios or runners, the student will be called from the student assembly area and escorted to the checkout area.
- Students will first sign out with their homeroom teachers, and with the staff on duty in the checkout area.
- Staff on duty in the checkout area will record the time the student checked out, and the name of the individual taking custody of the student.

Emergency Medical Treatment

In case of emergency medical treatment is required, students will be taken to the closest medical facility, which is Scripps Memorial Hospital in La Jolla.

Exoneration from Physical Activities

Physical activities are an integral part of the curriculum and absolutely necessary for the development of the child. Therefore, all requests for total exoneration from these activities must be accompanied by a medical certificate.

Child Abuse Reporting Obligations

According to California law, the school's staff is obligated under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this serious and legally narrow area, the school will not contact parents before making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative, except to make a report to the proper authorities for their investigation and review.

STUDENT RECORDS

Access to Student Records

Parents of currently enrolled or former pupils have an absolute right to access any and all student records related to their children which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter, is prohibited. (E.C. 49069)

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through the school's proceedings.

The parent of a student may file a written request to correct or amend any information in the child's permanent records that he/she alleges to be:

- Inaccurate, unsubstantiated personal conclusion or inference outside the observer's area of competence or not based on personal observation.

If the request is denied, the parents will be given an opportunity to present evidence relevant to the issue raised. This will be in a meeting with the head of school or designated school official. After the meeting with the head of school or designated school official is concluded, the parents will be informed in writing concerning the conclusion reached.
If the decision is not to amend according to parental request, the parents will be informed of their right to place in the student's records a parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment will also be released.

Release of Student Record Information to Schools

Student records shall be released as soon as possible to requesting schools.

Requests for Student Records

SDFAS reserves the right to charge administrative fees for special processing requests of student records. These include (but are not limited to) the following:

- Supplemental records
- Lost report cards
- Special test-requirement requests
- Archived records

A schedule of such fees is available upon request.
San Diego French-American School reserves the right to amend or adapt the rules and regulations during the school year. Changes will be made available to the parents online at the SDFAS website.